DOCUMENT RESUME

ED 237 735 CE 037 746

AUTHOR	Noland, Gary L.; Cass, Monte D.
TITLE	Missouri's Statewide Job Placement Service FY-84. A Free School-Based Job Placement Service to Students and Industry.
INSTITUTION	State Fair Community Coll., Sedalia, Mo.
PUB DATE	[83]
NOTE	33p.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Career Education; *Employment Services; Followup Studies; Graduate Surveys; Inservice Education; *Job Placement; Organization; Postsecondary Education; Program Descriptions; Secondary Education; *State Programs; Two Year Colleges; Vocational Education; Vocational Followup
IDENTIFIERS	*Missouri; State Fair Community College MO; *Statewide Job Placement Service MO

ABSTRACT

Materials are provided on the Statewide Job Placement Service (SJPS) at State Fair Community College, a free school-based job placement service for students and industry. In a booklet on Missouri's SJPS, the plan of its operation is described including placement services, inservice training (workshops and seminar), collecting student follow-up information, performing job development and public relations activities, conducting placement coordinators' and advisory committee meetings, and school-based job placement services. A list follows of demonstrated results of the project. Other contents include an organizational chart, a map of participating schools, a sample cooperative agreement, workshop agendas, and forms that represent operational types of materials used to obtain job order information, to disseminate job order information to the local schools, and to follow-up students who complete training programs. (YLB)

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MISSOURI'S
STATEWIDE JOB PLACEMENT SERVICE
FY-84

A FREE SCHOOL-BASED JOB PLACEMENT SERVICE TO
STUDENTS AND INDUSTRY

GARY L. NOLAND, DIRECTOR
MONTE D. CASS, COORDINATOR
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SEDALIA, MO 65301
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CE037746

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ACKNOWLEDGMENT

Recognition and gratitude are extended to the following persons from the Missouri Department of Education, Jefferson City, Missouri: Dr. Frank Drake, Assistant Commissioner and Director, Division of Career and Adult Education; Charles Henry, Director, Vocational Finance; and Delbert Lund, Director, Research Coordinating Unit; and Dr. Marvin Fielding, Vice-President for Instruction, State Fair Community College, Sedalia, Missouri, whose support and guidance have made the Statewide Job Placement Service a useful aid for all of us involved in the placement of vocational-technical students in Missouri.

GLN

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BEST COPY AVAILABLE

INTRODUCTION

THE MISSOURI TASK FORCE 1990 COMMITTEE HAS PREPARED AND PRESENTED THE FOLLOWING RECOMMENDATIONS TO THE MISSOURI STATE BOARD OF EDUCATION:

1. "IT IS RECOMMENDED THAT ALL LOCAL EDUCATIONAL AGENCIES OFFERING VOCATIONAL EDUCATION PROGRAMS PROVIDE SCHOOL-BASED PLACEMENT SERVICES TO ALL VOCATIONAL EDUCATION STUDENTS.

2. "IT IS RECOMMENDED THAT A STATEWIDE JOB PLACEMENT AND FOLLOW-UP NETWORK BE IMPLEMENTED TO COORDINATE AND COMPLEMENT THE LOCAL JOB DEVELOPMENT, JOB PLACEMENT, AND JOB FOLLOW-UP SERVICES FOR ALL OCCUPATIONAL AREAS AT THE SECONDARY, POST-SECONDARY, AND ADULT LEVELS.

3. "IT IS RECOMMENDED THAT PRE-SERVICE AND IN-SERVICE PLACEMENT SPECIALIST PROGRAMS BE INITIATED BY INSTITUTIONS OF HIGHER LEARNING TO TRAIN PRESENT AND PROSPECTIVE COORDINATORS OF SCHOOL-BASED JOB PLACEMENT SERVICES."

THE MISSOURI ADVISORY COUNCIL, IN ITS SEVENTH ANNUAL REPORT, "MOVE IN 76," MAKES THE FOLLOWING RECOMMENDATIONS:

1. "THE STATE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION INITIATE AN ORIENTATION PROGRAM FOR THE DEVELOPMENT OF SKILLS IN CONDUCTING AND CARRYING OUT SEMINARS FOR SECONDARY AND POST-SECONDARY YOUTH AND ADULTS IN MISSOURI.

2. "THE STATE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION INSTITUTE A STANDARD REPORTING SYSTEM ON A STATEWIDE BASIS DETAILING THE PLACEMENT STATUS OF ALL VOCATIONAL GRADUATES."

STATEWIDE JOB PLACEMENT SERVICE

PLAN OF OPERATION

PLACEMENT SERVICES

THIS YEAR, STATEWIDE JOB PLACEMENT SERVICES WILL BE PROVIDED TO 55 AREA VOCATIONAL-TECHNICAL SCHOOLS AND 11 JUNIOR/COMMUNITY COLLEGES. THE PROJECT PROVIDES SUPPLEMENTAL PLACEMENT SERVICES TO APPROXIMATELY 15,000 STUDENTS. (SEE PAGE 8)

IN-SERVICE TRAINING

THE STAFFS AND PLACEMENT COORDINATORS OF ALL PARTICIPATING INSTITUTIONS ARE PROVIDED TRAINING IN THE SKILLS AND COMPETENCIES NEEDED TO PROVIDE SCHOOL-BASED PLACEMENT SERVICES TO THEIR STUDENTS. THREE TYPES OF WORKSHOPS ARE PLANNED AND CONDUCTED TO MEET THEIR NEEDS AND ARE AS FOLLOWS:

NEW PLACEMENT COORDINATORS' WORKSHOP

THE WORKSHOP IS HELD IN THE FALL OR EARLY WINTER AND IS CONDUCTED DURING THE DAY. THE LOCAL SCHOOLS ARE EXPECTED TO PROVIDE RELEASE TIME FOR THEIR NEW PLACEMENT COORDINATORS TO ATTEND. STATEWIDE JOB PLACEMENT SERVICE BEARS THE EXPENSE OF HANDOUTS AND OTHER INFORMATIONAL MATERIALS.

Preemployment Preparation Workshop

The preemployment preparation workshops are designed to provide the local schools with instructional information and materials about job-seeking skills, completing applications, interview techniques, and writing resumes. (see page 12)

Job Development/Follow-Up Workshop

The job development/follow-up workshops are designed for staffs of the local schools participating in Statewide Job Placement Service for one year. The majority of these staff members would have attended preemployment preparation workshops the previous year. The job development/follow-up workshops provide information about locating job opportunities commensurate with skills, abilities, and interests of students. Instructions on implementing and conducting student and employer follow-ups are also included. (see page 13)

Update Seminar

The Statewide Job Placement Service visits each local participating school to assist the local placement coordinator and staff with the local placement effort. A seminar is held at the first visit to provide the staff with up-to-date job placement information. Common problems being encountered locally or in other areas are discussed, along with other plans for providing preemployment preparation, job development, and follow-up. This seminar is normally held at the end of a day-long visit with individual staff members.

Collect Student Follow-Up Information

The Statewide Job Placement Service staff cooperates with the Missouri Department of Elementary and Secondary Education in collecting and submitting information needed by the state office. The information includes, but is not limited to, the following:

1. Student assessment and enrollment from each school
2. 180-day follow-up from each participating school
3. Employer follow-up
4. Local Job Development - Placement Annual Summary Report

Perform Job Development and Public Relations Activities

Job development activities are conducted to insure that an adequate supply of job opportunities is available at the time a majority of the students will be available for full-time employment. These activities include, but are not limited to, the following:

Business and Industry Newsletters

Business and Industry Newsletters are mailed to approximately 21,000 firms that have the capability of hiring secondary and post-secondary vocationally trained students. Each participating institution identifies employers in its local area having these capabilities and supplies the names and addresses to the Statewide Job Placement Service. The purpose of these newsletters is to inform employers of Statewide Job Placement Service, the quantity and quality of vocationally trained students, and the availability of students. Generally, the

NEWSLETTERS ARE MAILED IN APRIL AND MAY. A JOB ORDER BLANK IS INCLUDED SO THAT EMPLOYERS MAY INFORM STATEWIDE JOB PLACEMENT SERVICE OF THEIR EMPLOYMENT NEEDS.

BUSINESS AND INDUSTRY NEWSLETTERS (OTHER MAILINGS)

BUSINESS AND INDUSTRY NEWSLETTERS ARE ALSO MAILED TO:

1. ELECTED STATE AND FEDERAL OFFICIALS
2. ADMINISTRATORS AND INSTRUCTIONAL STAFFS OF THE AREA VOCATIONAL-TECHNICAL SCHOOLS AND COMMUNITY COLLEGES
3. DIVISION DIRECTORS OF THE MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
4. ADMINISTRATORS OF SENDING SCHOOLS

ONGOING JOB DEVELOPMENT SERVICES

THE DIRECTOR AND COORDINATOR PROVIDE 12-MONTH JOB DEVELOPMENT SERVICES UTILIZING THE FOLLOWING METHODS:

1. ATTEND BUSINESS AND INDUSTRIAL CONVENTIONS AND OTHER MEETINGS
2. MAINTAIN CONTACT WITH INDUSTRIES PREVIOUSLY CONTACTED BY STATEWIDE JOB PLACEMENT SERVICE

ADVERTISING

INTENSIVE ADVERTISING WILL BEGIN IN MARCH AND CONTINUE THROUGH JUNE. ADVERTISING CONSISTS OF BOTH PAID AND FREE ADVERTISING AND ATTEMPTS ARE MADE TO REACH NEW EMPLOYERS. ADVERTISEMENTS ARE PLACED PRIMARILY IN NEWSPAPERS, TRADE JOURNALS, AND STATEWIDE MAGAZINE PUBLICATIONS.

AN ANNUAL MARKETING PLAN IS DEVELOPED BY RECEIVING INPUT FROM THE STATEWIDE JOB PLACEMENT SERVICE ADVISORY

COMMITTEE AND THE PLACEMENT COORDINATORS OF THE PARTICIPATING INSTITUTIONS TO INSURE MAXIMUM BENEFIT FROM FUNDS AVAILABLE FOR THIS PURPOSE. ALL NEW IDEAS ARE GIVEN CAREFUL CONSIDERATION.

CONDUCT PLACEMENT COORDINATORS' AND ADVISORY COMMITTEE MEETINGS

THE STATEWIDE JOB PLACEMENT SERVICE CONDUCTS THE FOLLOWING MEETINGS:

1. TWO TWO-DAY PLACEMENT COORDINATOR MEETINGS HELD AT SEDALIA, MISSOURI. THE FIRST MEETING IS SCHEDULED IN SEPTEMBER AND THE SECOND MEETING AT THE END OF FEBRUARY.
2. TWO ADVISORY COMMITTEE MEETINGS HELD BETWEEN JULY AND JUNE OF THE FISCAL YEAR.

SCHOOL-BASED JOB PLACEMENT SERVICES

STATEWIDE JOB PLACEMENT SERVICE PROVIDES THE FOLLOWING SCHOOL-BASED JOB PLACEMENT SERVICES:

1. PREEMPLOYMENT PREPARATION - ATTAINING JOB-SEEKING AND JOB-KEEPING SKILLS, ATTITUDES, AND TRAITS
2. JOB DEVELOPMENT - LOCATING EMPLOYMENT OPPORTUNITIES COMMENSURATE WITH SKILL, ABILITY, AND INTEREST OF STUDENT
3. JOB PLACEMENT - EVALUATING THE STUDENT'S SKILL, ABILITY, AND INTEREST AND MATCHING THESE WITH AVAILABLE JOB OPPORTUNITIES TO THE STUDENT'S AND EMPLOYER'S SATISFACTION
4. FOLLOW-UP/FOLLOW-THROUGH - COLLECTING AND EVALUATING DATA RELATING TO STUDENT PLACEMENTS AND EMPLOYERS'

EVALUATIONS OF STUDENTS AS WORKERS; THE REPORTING OF THIS INFORMATION TO THE APPROPRIATE ADMINISTRATIVE OFFICIALS

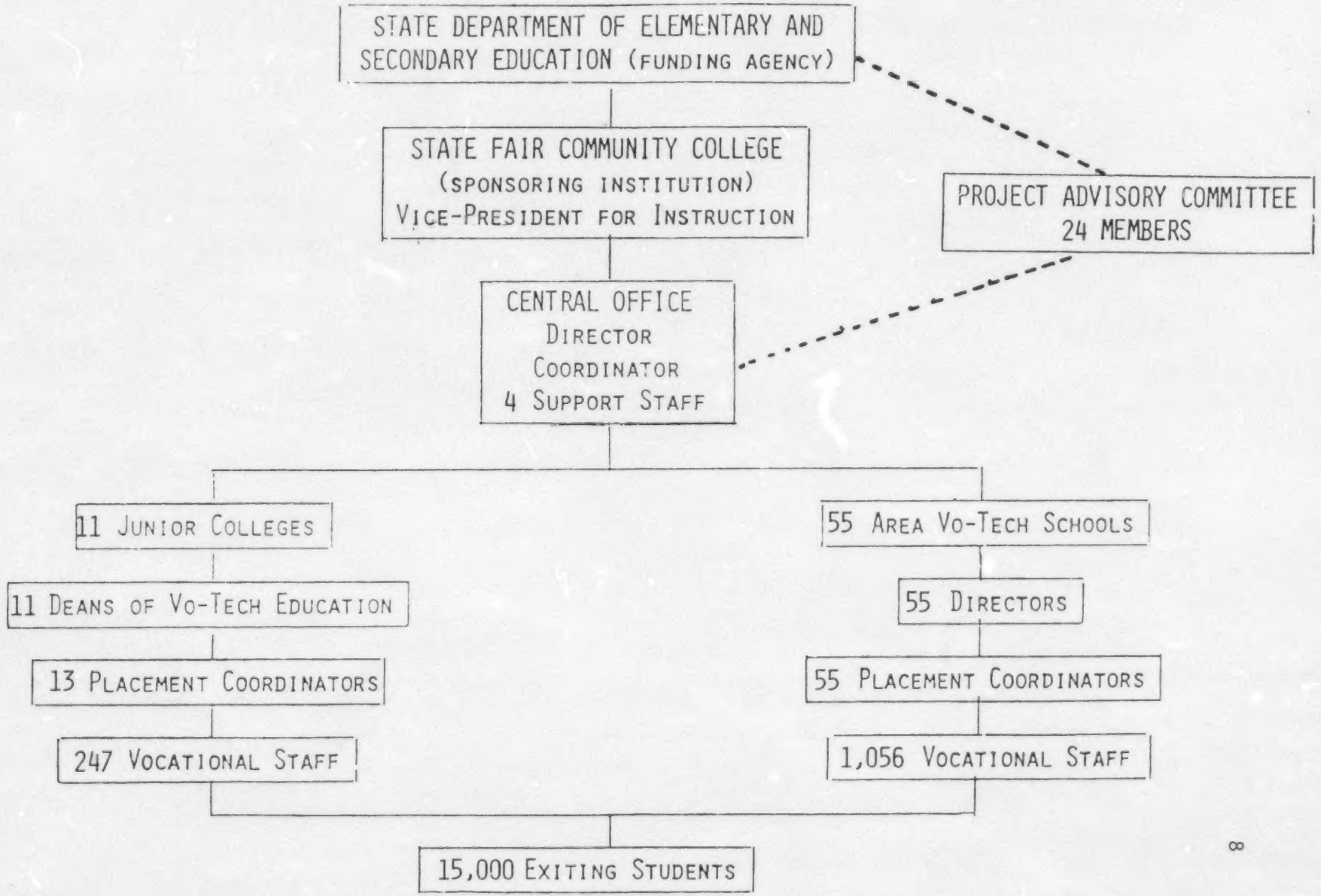
5. PUBLIC RELATIONS - CREATING AN IMAGE, SPECIFICALLY WITH EMPLOYERS AND GENERALLY WITH THE PUBLIC AT LARGE, SO THAT WHEN AN EMPLOYMENT NEED ARISES, THE SCHOOL PLACEMENT OFFICE IS CONTACTED.

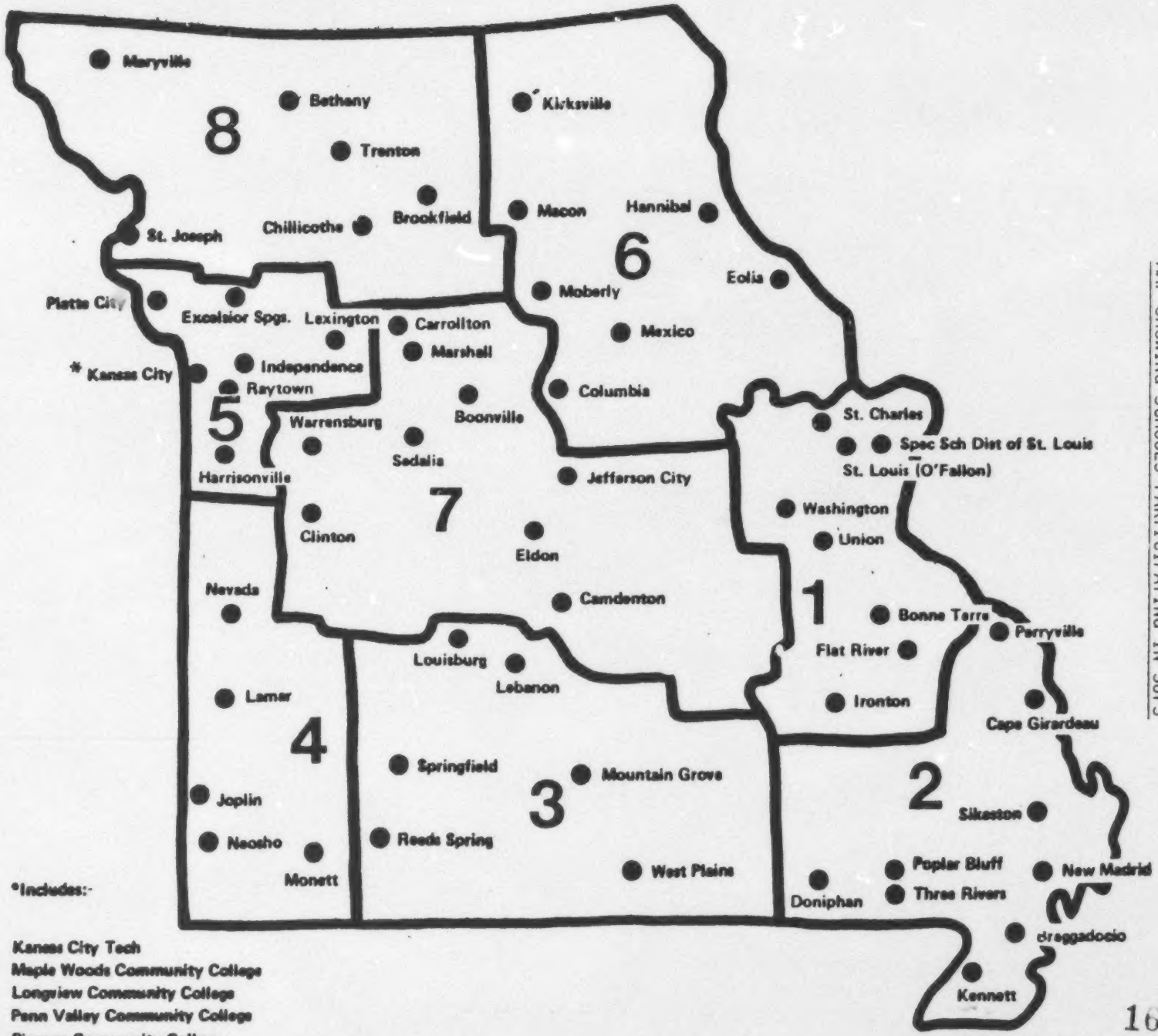
DEMONSTRATED RESULTS OF PROJECT

STATEWIDE JOB PLACEMENT SERVICE HAS DEMONSTRATED THE FOLLOWING:

1. INSTITUTIONS CAN WORK TOGETHER TO PLACE STUDENTS
2. STUDENTS CAN BE PLACED COMMENSURATE WITH SKILLS, ABILITIES, AND INTERESTS
3. JOBS CAN BE DEVELOPED OVER A LARGE GEOGRAPHICAL AREA
4. JOB DISSEMINATION CAN OPERATE EFFECTIVELY AND EFFICIENTLY
5. NEW AND INNOVATIVE METHODS OF JOB DEVELOPMENT CAN BE PERFORMED
6. EMPLOYERS LIKE THE CONCEPT OF CONTACTING ONE OFFICE TO TAP A TRAINED LABOR SUPPLY
7. EMPLOYERS CAN BE SERVED BY LOCAL STAFF DEVELOPING JOBS THAT ARE DISSEMINATED BY THE PLACEMENT NETWORK
8. PUBLIC RELATIONS CAN BE IMPROVED WITH BUSINESS AND INDUSTRY BY:
   A. BUSINESS AND INDUSTRY NEWSLETTERS
   B. GROUP PRESENTATIONS
9. FOLLOW-UP INFORMATION CAN BE STANDARDIZED

STATEWIDE JOB PLACEMENT SERVICE ORGANIZATIONAL CHART


STATE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (FUNDING AGENCY)
STATE FAIR COMMUNITY COLLEGE (SPONSORING INSTITUTION) VICE-PRESIDENT FOR INSTRUCTION
PROJECT ADVISORY COMMITTEE 24 MEMBERS
CENTRAL OFFICE DIRECTOR COORDINATOR 4 SUPPORT STAFF
11 JUNIOR COLLEGES
11 DEANS OF VO-TECH EDUCATION
13 PLACEMENT COORDINATORS
247 VOCATIONAL STAFF
55 AREA VO-TECH SCHOOLS
55 DIRECTORS
55 PLACEMENT COORDINATORS
1,056 VOCATIONAL STAFF
15,000 EXITING STUDENTS



MAP SHOWING SCHOOLS PARTICIPATING IN SJPS

*Includes:-

Kansas City Tech
Maple Woods Community College
Longview Community College
Penn Valley Community College
Pioneer Community College

(Rev. 8-83)

STATEWIDE JOB PLACEMENT SERVICE

Cooperative Agreement

In order to provide a basis for understanding and to foster a cooperative working relationship with the participating schools, this agreement is established between Statewide Job Placement Service and the school signing the agreement.

State Fair Community College

State Fair Community College, Sedalia, Missouri, agrees to provide the following supplemental placement services through the Statewide Job Placement Service:

1. Appoint an advisory committee to advise in the operation of Statewide Job Placement Service
2. Plan and conduct in-service training workshops as listed in the *Operational Manual for Local Job Placement Coordinators*
3. Provide job development on a statewide basis; copies of all job orders will be submitted to participating schools
4. Prepare and distribute Business and Industry Newsletters to prospective employers and participating school staffs throughout the state
5. Disseminate overflow jobs to all participating institutions
6. Assist local job placement coordinators and school staffs by providing supplemental placement services
7. Assist in the follow-up of students by helping to standardize follow-up forms
8. Lend assistance to local schools in solving placement problems
9. Forward 180-day follow-up data to the Missouri Department of Elementary and Secondary Education

Participating School

The participating institution agrees to the following responsibilities:

1. Designate a local placement coordinator as a liaison person with Statewide Job Placement Service
2. Provide time for the local placement coordinator to attend two coordinators' workshops held in Sedalia, Missouri. Expenses

for the fall workshop will be paid by Statewide Job Placement Service; expenses for the spring workshop are to be provided by the participating school.

3. Provide time for occupational instructors to attend appropriate workshops

4. Provide necessary data and information to Statewide Job Placement Service

   a. Student Assessment Report

   b. Student Status Report for 180-day follow-up (VEDS follow-up)

   c. Local Job Development - Placement Annual Summary Report

5. Submit job openings that cannot be filled locally to Statewide Job Placement Service for dissemination to other participating schools

6. Develop jobs in local area

7. Place local students on jobs

It is understood that a participating institution may withdraw at any time by written notification to Statewide Job Placement Service.

SIGNED:

_____
Name

_____
Title

_____
Participating Institution

_____
Address

_____
City, State and Zip Code

_____
Gary L. Noland, Director
Statewide Job Placement Service
State Fair Community College
1900 Clarendon Road
Sedalia, MO 65301

STATEWIDE JOB PLACEMENT SERVICE

PREEMPLOYMENT PREPARATION (PEP) WORKSHOP

AGENDA

Overview of Workshop

Missouri's Statewide Placement Plan

Local School Responsibilities
- Follow-up
- Overflow Jobs

Rationale for Preemployment Preparation

Communication Skills
- Resume
- Employment Application
- Correspondence
- Interviews

Conducting a Job Search

Work Habits and Job Attitudes

Implementing Preemployment Preparation

Evaluation

STATEWIDE JOB PLACEMENT SERVICE

JOB DEVELOPMENT, JOB PLACEMENT,
AND FOLLOW-UP WORKSHOP

AGENDA

Overview of Statewide Job Placement Service

Teachers' Responsibilities to Placement

Advisory Committees

Public Relations, Job Development, and Job Dissemination

Placing the Student on the Job

Laws that Affect Placement

Follow-Up/Follow-Through on Students and Employers

Attitudes--Everyone's Responsibility

Evaluation

THE FOLLOWING FORMS ARE OPERATIONAL TYPES OF MATERIALS USED TO OBTAIN JOB ORDER INFORMATION, TO DISSEMINATE JOB ORDER INFORMATION TO THE LOCAL SCHOOLS, AND TO FOLLOW-UP STUDENTS WHO COMPLETE THE TRAINING PROGRAMS.

JOB ORDER FORM

15

Gary L. Noland, Director
Monte D. Cass, Coordinator
State Fair Community College
Sedalia, Missouri 65301
816/826-7100

Job Opening #
Date
Occup Area
JD By
School
Method

Note: All information is confidential and not to be divulged to anyone other than a qualified student or official of an institution involved in the Statewide Job Placement Service.

Firm Name _____

Mailing Address: _____

Street Address: _____

Contact Person & Title: _____

Phone: ( ) _____

* * * * * * * *

Title of Job Vacancy: _____

Number of Vacancies: _____ Date Needed _____ Closing Date _____

F/T___ P/T___ Temp___ Hours: _____

Qualifications (experience, education/training, skills/ability):

Job Responsibilities/Duties (work performed, equipment operated, working conditions):

Salary Range (beginning): _____

Benefits: _____

Comments: _____

(Rev. 8/83)

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Number Vacancies	Company Name Date Job Filled	Address Job Title	Page Number Salary
330 TI 53 2	METROPOLITAN COMM CLGS F - 08/26/83	KANSAS CITY, MO CUSTODIAN (Lgvw)	255 $722-$818/mo.
331 M 32 1	CITY OF COLUMBIA F - 08/26/83	COLUMBIA, MO LANDFILL ATTENDANT	255 $10,610-$13,060/yr.
332 AG 6 1	-	MARSHALL, MO ASST FARM MGR	255 Negot
333 AG 7 1	J D HOWERTON & SONS -	CHILHOWEE, MO SWINE HERD MANAGER	255 $700-$1,000/mo.
334 TI 54 1	PITTSBURGH CORNING CORP F - 08/12/83	SEDALIA, MO SHIFT TECHNICIAN	255 $1,200-$1,400/mo.
335 BO 78 1	CITY OF KANSAS CITY -	KANSAS CITY, MO PROGRAMMER II	255 $1,366/mo.
336 OHP 6 1	RESEARCH MEDICAL CTR -	KANSAS CITY, MO FOOD PRODUCTION COORD	255 Not Deter.
337 TI 55 1	CITY OF COLUMBIA F - 08/19/83	COLUMBIA, MO PLANNING TECHNICIAN	256 $1,243-$1,575/mo.
338 H 107 2	TRUMAN MEDICAL CTR EAST F - 08/12/83	KANSAS CITY, MO SR LPN (F-T & P-T)	256 Not Deter
339 DE 14 2	PETTIS CO TIMES NEWSPAPER -	SEDALIA, MO SALES MGR/SERV REP	256 Comm.
340 BO 79 1	COLUMBIA REGIONAL HOSPITAL -	COLUMBIA, MO ENGINEERING COORDINATOR	256 Not Deter.
341 BO 80 1	COLUMBIA REGIONAL HOSPITAL F - 08/19/83	COLUMBIA, MO RADIOLOGY CLERK	256 Not Deter.
342 H 108 1	WASHINGTON UNIV-ST LOUIS -	ST LOUIS, MO LAB TECH I/II (P-T/22/BIO)	256 $5.64/hr.
343 DE 15 1	KANSAS CITY STAR F - 08/19/83	KANSAS CITY, MO DIST S&S REP (OLATHE KS)	256 Not Deter
344 TI 56 1	CITY OF COLUMBIA F - 08/12/83	COLUMBIA, MO ENGINEERING AIDE I	257 $1,046-$1,310/mo.
345 OHP 7 1	CHILDRENS MERCY HOSPITAL -	KANSAS CITY, MO TEACHER-HEARING IMPAIRED	257 Not Deter.
346 M 33 2	WESTERN ELECTRIC CO -	BALLWIN, MO PUBLIC RELATIONS ASSOC	257 Not Deter.

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Number Vacancies	Company Name Date Job Filled	Address Job Title	Page Number Salary
330 TI 53	METROPOLITAN COMM CLGS	KANSAS CITY, MO	255
2	F - 08/19/83	CUSTODIAN (Lgvw)	$722-$818/mo.
334 TI 54	PITTSBURGH CORNING CORP	SEDALIA, MO	255
1	F - 08/19/83	SHIFT TECHNICIAN	$1,200-$1,400/mo.
337 TI 55	CITY OF COLUMBIA	COLUMBIA, MO	256
1	F - 08/19/83	PLANNING TECHNICIAN	$1,243-$1,575/mo.
344 TI 56	CITY OF COLUMBIA	COLUMBIA, MO	257
1	F - 08/19/83	ENGINEERING AIDE I	$1,046-$1,310/mo.

SAMPLE COPY

Number Vacancies	Company Name Date Job Filled	Address Job Title	Page Number Salary
330 TI 53	METROPOLITAN COMM CLGS	KANSAS CITY, MO	255
2	F - 08/26/83	CUSTODIAN (Lgvw)	$722-$818/mo.
335 BO 78	CITY OF KANSAS CITY	KANSAS CITY, MO	255
1	-	PROGRAMMER II	$1,666/mo.
336 OHP 6	RESEARCH MEDICAL CTR	KANSAS CITY, MO	255
1	-	FOOD PRODUCTION COORD	Not Deter.
338 H 107	TRUMAN MEDICAL CTR EAST	KANSAS CITY, MO	256
2	F - 08/12/83	SR LPN (F-T & P-T)	Not Deter
345 OHP 7	CHILDRENS MERCY HOSPITAL	KANSAS CITY, MO	257
1	-	TEACHER-HEARING IMPAIRED	Not Deter.

SAMPLE COPY

330 TI 53 METROPOLITAN COMM CLGS - 560 WESTPORT RD, KANSAS CITY, MO 64111
816/756-0220 - OFFICE OF PERSONNEL - Routine 1 A
CUSTODIAN (Lgvw) - 2- $722-$818/mo.
COMMENTS: Reqs HS grad or equiv; 1 yr custodial exper; knowledge of cleaning equip & methods; ability to lift 45 lbs or less & to use equipment & materials in performing custodial tasks. BENEFITS-Not Deter.

331 M 32 CITY OF COLUMBIA - PO BOX N, COLUMBIA, MO 65201
314/874-7235 - PERS - Routine 2 A
LANDFILL ATTENDANT - 1- $10,610-$13,060/yr.
COMMENTS: Reqs exper w/handling med size truck; ability to understand & follow oral/written instr & write legibly, complete basic report forms, make math calculations, handle money & make change, maintain good working relationship w/gen public. Must be 18 yrs old; possess MO driver's or chauffeur's license; be in excellent phys condition. BENEFITS-Not Deter.

332 AG 6 - R 1, MARSHALL, MO 65340
816/879-4539 - DOUGLAS HARVEY - Central Office 3 A
ASST FARM MGR - 1- Negot
COMMENTS: Reqs the ability to manage general farm operation which includes beef, swine, sheep, & crops. House or trailer furnished. Farm is located between Marshall & Sedalia. BENEFITS-Not Deter.

333 AG 7 J D HOWERTON & SONS - R 1 BOX 164, CHILHOWEE, MO 64733
816/678-4591 or 4141 - PHIL HOWERTON - JIS83 4 A
SWINE HERD MANAGER - 1- $700-$1,000/mo.
COMMENTS: Reqs mechanical & electrical ability along w/ability to meet public. Submit resume, transcript, & cover letter. Cover letter to include applicant's strengths, weaknesses, expectations & goals along w/applicant's definition of a swine herd mgr. BENEFITS-Housing & meat furnished--possibly ins also.

334 TI 54 PITTSBURGH CORNING CORP - PO BOX 716, SEDALIA, MO 65301
816/826-4660 - BOB MOORE - Central Office 5 A
SHIFT TECHNICIAN - 1- $1,200-$1,400/mo.
COMMENTS: Reqs mechanical aptitude & analytical ability. Background should include math & chemistry. 2-yr tech degree would be helpful. Reqs ability to observe & compile data. SUBMIT RESUME ONLY. Those selected for interview will be notified in August. BENEFITS:Exc fringe pkg.

335 BO 78 CITY OF KANSAS CITY - 12 FLOOR CITY HALL, KANSAS CITY, MO 64106
816/274-1326 - PERS DEPT - Routine 6 A
PROGRAMMER II - 1- $1,666/mo.
COMMENTS: Aviation/Data Processing Dept. Reqs HS grad w/advanced course work in programming; 2 yrs exper preparing programs of instr for electronic digital computer & peripheral equip. Prefer exper in COBOL,OS/JCL, System 34 & RPG. Course work in data process or related area may be sub for part of exper. BENEFITS-Not Deter.

336 OHP 6 RESEARCH MEDICAL CTR - 2316 E MEYER, KANSAS CITY, MO 64132
816/276-4175 - PERSONNEL - Routine 7 A
FOOD PRODUCTION COORD - 1- Not Deter.
COMMENTS: Food Service Dept. BENEFITS-Not Deter.

SAMPLE COPY

Statewide Job Placement Service

SEE THE PLACEMENT OFFICE FOR DETAILS ABOUT THE JOBS LISTED

(TI POSTING SHEET)

08/26/83 20

Number	Vacancies	Job Title/Salary	Location	Page
330 TI 53	2	CUSTODIAN (Lgvw) $722-$818/mo.	KANSAS CITY, MO	255
334 TI 54	1	SHIFT TECHNICIAN $1,200-$1,400/mo.	SEDALIA, MO	255
337 TI 55	1	PLANNING TECHNICIAN $1,243-$1,575/mo.	COLUMBIA, MO	256
344 TI 56	1	ENGINEERING AIDE I $1,046-$1,310/mo.	COLUMBIA, MO	257

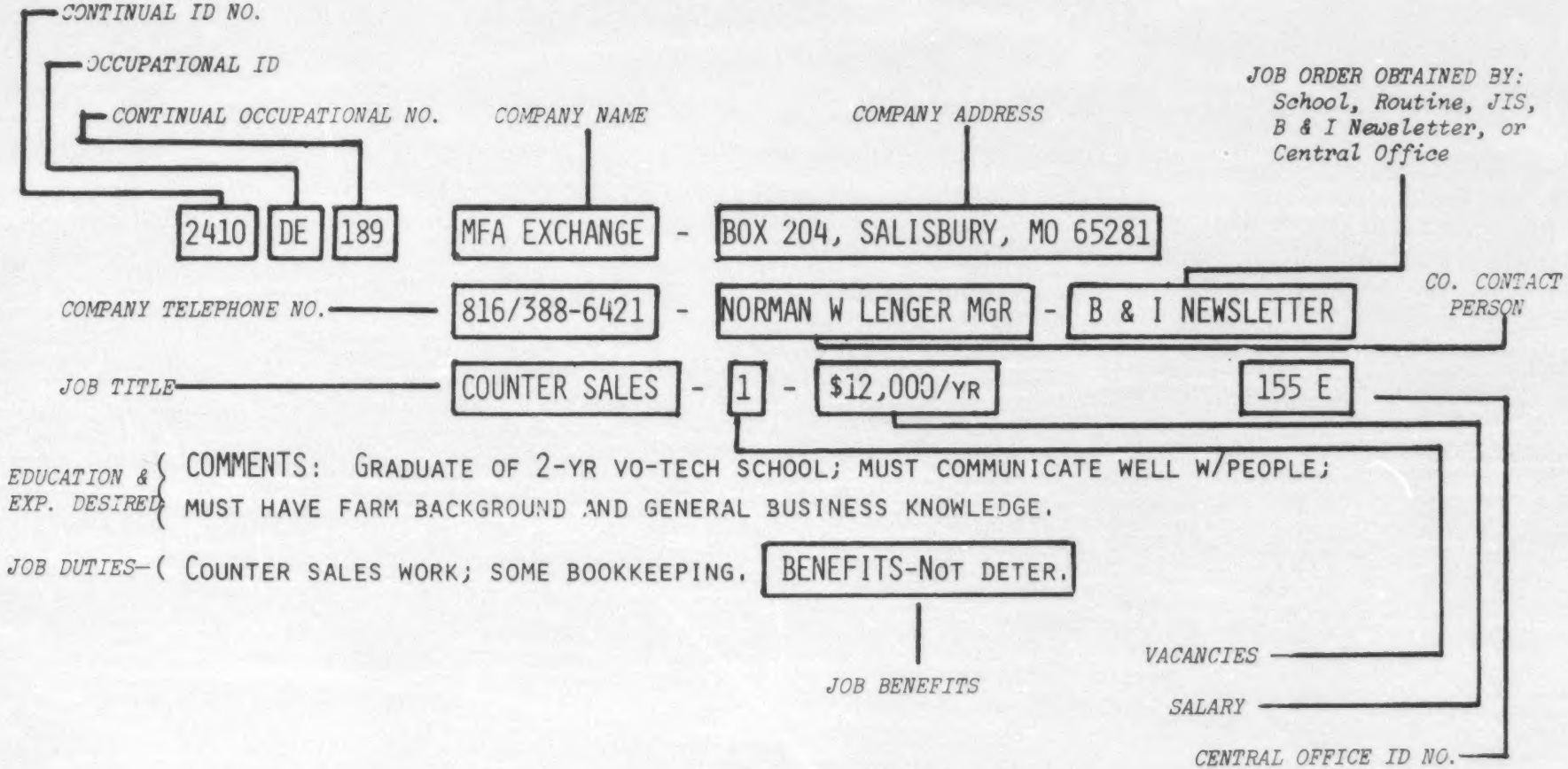
SAMPLE COPY

JOBS FILLED SUMMARY

330 TI 53
331 M 32
335 BO 78
337 TI 55
339 DE 14
341 BO 80
343 DE 15
344 TI 56
347 TI 57
338 H 107

SAMPLE COPY

GUIDE FOR USING JOB LISTING INFORMATION


CONTINUAL ID NO.
OCCUPATIONAL ID
CONTINUAL OCCUPATIONAL NO.
COMPANY NAME
COMPANY ADDRESS
JOB ORDER OBTAINED BY: School, Routine, JIS, B & I Newsletter, or Central Office
2410
DE
189
MFA EXCHANGE - BOX 204, SALISBURY, MO 65281
COMPANY TELEPHONE NO.
816/388-6421 - NORMAN W LENGER MGR - B & I NEWSLETTER
CO. CONTACT PERSON
JOB TITLE
COUNTER SALES - 1 - $12,000/YR
155 E
EDUCATION & EXP. DESIRED
COMMENTS: GRADUATE OF 2-YR VO-TECH SCHOOL; MUST COMMUNICATE WELL W/PEOPLE; MUST HAVE FARM BACKGROUND AND GENERAL BUSINESS KNOWLEDGE.
JOB DUTIES
COUNTER SALES WORK; SOME BOOKKEEPING.
BENEFITS-NOT DETER.
JOB BENEFITS
VACANCIES
SALARY
CENTRAL OFFICE ID NO.

NOTE: THE ABOVE GIVES DIRECTIONS FOR INTERPRETING THE WEEKLY JOB LISTING INFORMATION ON PAGE 19

(Rev. 9)

STATEWIDE JOB PLACEMENT SERVICE
PLACEMENT SUMMARY

Type of Report _____ Date of Report _____

Program _____ School _____ Sec.___ Adult___ Post-Sec.___

CIP Code _____ Date Complete Training _____

	Number	Percent
(1) Students expected to complete training program (Students enrolled after first 4 weeks)		
(2) Students Exiting Prior to Completion		
(3) Students Completing Training Program(s) (1 minus 2)		
(4) Students Status Unknown		
(5) Students Status Known (1 minus 4)		
(6) Students Continuing Education*		
(6a) Number continuing education in related course work		
(6b) Number continuing education in nonrelated course work		
(7) Students Not Available for Other Reasons**		
(8) Students Available for Placement*** (5 minus [6 + 7])		
(9) Students Entering Military - Related		
(10) Students Entering Military - Nonrelated		
(11) Students Placed - Related***		
(12) Students Placed - Nonrelated***		
(13) Total Students Placed*** (9 + 10 + 11 + 12)		
(14) Students Available Not Placed (8 minus 13)		

*Should include total number of students attending school full-time or those enrolled part-time and employed part-time

**Other reasons include illness, homemaker, pregnancy, death, not seeking employment

***Should include those students who are self-employed

STATEWIDE JOB PLACEMENT SERVICE

EMPLOYER FOLLOW-UP FORM

1. To your knowledge have you employed an individual who received vocational-technical training in Missouri's public school system? Yes ☐ No ☐

2. If your answer to No. 1 was yes, in what program area was the person trained?

- ☐ Agriculture
- ☐ Distributive Education (retailing and marketing)
- ☐ Health Occupations
- ☐ Business & Office
- ☐ Occupational Homemaking Preparation (child care, food service, etc.)
- ☐ Trades & Industrial (drafting, welding, automotive, building trades, electronics, etc.)

3. How long has the individual been (or was) your employee? _____

4. Please rate the vocational training received by the individual in the following areas:

	Very Good	Good	Neutral	Poor	Very Poor
a. Technical knowledge	☐	☐	☐	☐	☐
b. Work attitude	☐	☐	☐	☐	☐
c. Work quality	☐	☐	☐	☐	☐

5. What is your overall rating of the vocational training received by this individual as it relates to the requirements of his/her job?

Very Good	Good	Neutral	Poor	Very Poor
☐	☐	☐	☐	☐

6. As a result of this person's vocational training, how would you rate his/her preparation in relation to other employees in the same work group who did not receive such training?

- ☐ No basis for comparison
- ☐ Individual is better prepared
- ☐ Both are about the same
- ☐ Individual is less prepared

7. To what extent has the Statewide Job Placement Service provided you with information regarding:

	Great Extent	Considerable Extent	Some Extent	Small Extent	No Extent
a. Training programs	☐	☐	☐	☐	☐
b. Vocational information	☐	☐	☐	☐	☐
c. Availability of employees	☐	☐	☐	☐	☐

8. To what extent have the following services provided by the Statewide Job Placement Service been of value to your company?

	Great Extent	Considerable Extent	Some Extent	Small Extent	No Extent
a. Business & Industry Newsletter	☐	☐	☐	☐	☐
b. Responding to your employment needs	☐	☐	☐	☐	☐
c. Contacts by job developers, instructional staff, and local placement coordinators	☐	☐	☐	☐	☐
d. Dissemination of job opening information	☐	☐	☐	☐	☐

COMMENTS: